



# **FY15 Funding Opportunity Announcements (FOA) Delta Regional Authority (DRA) Webinar**

**Marcia Colburn, MSW**

**Sara Afayee, MSW**

Health Resources and Services Administration  
Federal Office of Rural Health Policy (FORHP)

**Donna Newchurch**

CEO Louisiana Rural Ambulance Alliance (LRAA)

**February 26, 2015**

# Overview

1. FORHP Background
2. FY15 Allied Health Training program FOA
3. FY15 Care Coordination FOA
4. How to apply for FY15 Care Coordination FOA
5. Tips for writing a grant
6. Grantee Presentation
7. Question and Answer (Q & A)



# Rural Network Allied Health Training Program Funding Opportunity Announcement (FOA) HRSA-15-068

**Marcia Colburn, MSW**

US Department of Health and Human Services  
Health Resources and Services Administration  
Office of Rural Health Policy (ORHP)  
Community Based Division

February 26, 2015

# Federal Office of Rural Health Policy (FORHP)

## “The Voice of Rural”

Department of Health and Human Services (DHHS)

Health Resources and Services Administration (HRSA)

### **Roles of the Office:**

- Policy and Research
- Review HHS Regulations
- Administer Grant Programs
- Provide technical assistance



# White House Rural Council

President Obama established the White House Rural Council to address challenges in Rural America, build on the Administration's rural economic strategy, and improve the implementation of that strategy.

# Improve Rural Health Initiative

## KEY ELEMENTS

Building a  
Programmatic  
“Evidence  
Base”

**Health  
Workforce &  
Recruitment**

Telehealth/  
HIT  
Coordination

Cross  
Governmental  
Collaboration

# Health Workforce

## Recruitment & Retention

The **Allied Health Training Program** builds upon other pilot workforce initiatives in FORHP to include:

- **Rural Health Workforce Development Program***(ended FY 2013)*

This Program's outcomes indicated that of the 2,600 program participants approximately 75% of recruited trainees completed their training/rotation and many returned to practice in rural areas.

- **Rural Health IT Workforce Program** *(current)*

Grantees in 15 states support formal rural health networks for activities related to recruitment, education, training, and retention of health IT specialists in rural areas. Students will gain EHR technology certification, apprenticeship training, and opportunity for employment in rural hospitals and clinics,

# Allied Health Training Program

## Purpose:

To support President Obama's Rural Health Care Initiative by focusing on recruitment and retention activities in rural areas.

The Rural Network Allied Health Training Program the legislative purpose will be achieved through the:

- Recruitment,
- Clinical training and
- Retention of allied health professionals.



# Legislative Authority:

According to the Public Health Service Act Section 330A(f) (42 U.S.C. 254(c)(f)), as amended,

the purpose of Rural Health Network Development grants is:  
to provide for the planning and implementation of integrated health care networks in rural areas in order to:

- Achieve efficiencies;
- Expand access to, coordinate, and improve the quality of essential health care services; and
- Strengthen the rural health care system as a whole.

# Summary of Funding

**Due Date for Applications:** March 31, 2015

*(applications are due at 11:59 P.M. Eastern time)*

**Number of Awards:** 10 grants

**Award Amount:** \$200,000 per year

**Project Period:** 3 years

## **Eligible Applicants:**

The lead applicant organization **must** be a **public or private non-profit** entity **located in a rural area**. The network must be formal and **composed of at least three (3) separate, existing health care providers**.

# Eligibility Information

## Eligible Applicants:

The lead applicant organization must be a public or private non-profit entity located in a rural area. The network must be formal and composed of at least three separate, existing health care providers.

Options: consider working with a network organization that meets the eligibility criteria and be part of the consortium involved in the project

# Allied Health Training Program

## Program Goals:

1. Recruitment and retention of allied health professionals within the rural community;
2. Provide students with culturally, competent community-focused training opportunities and experiences;
3. Establish a replicable approach to training of allied health students in rural areas;
4. Validation of credentials empowering job seekers and reducing barriers to hiring;
5. Establishing workforce-related partnerships between network and community organizations

# Discipline Categories

## CLINICIANS

- Dental Hygienists

## TECHNOLOGISTS/ TECNICIANS

- Diagnostic Imaging Technologists
- Medical/Clinical Laboratory Technicians
- Paramedics and Community Paramedics
- Pharmacy Technicians
- Psychiatric/Mental/Behavioral Health Technicians

## OTHER ALLIED HEALTH

- Physical Therapy Assistants
- Occupational Therapy Assistants

# Review Criteria

APPLICATION SECTION	CRITERION (Points)
Introduction	Need (10 points)
Needs Assessment	Need (10 points) and Impact (30 points)
Methodology	Response (10 points)
Resolution of Challenges	Response (10 points)
Work Plan	Response (10 points) and Impact (10 points)
Evaluation and Technical Support Capacity	Evaluative Measures (15 points)
Organizational Information	Impact (10 points) and Resources/Capabilities (25 points)
Budget	Budget (10 points)

# Contacts for this FOA

## (HRSA-15-068)

### Business, Administrative or Fiscal

- **Nancy Gaines**
- HRSA Division of Grants Management Operations
- Email: [NGaines@hrsa.gov](mailto:NGaines@hrsa.gov)
- Phone: 301-443-5378

### Program

- **Marcia Colburn**
- HRSA Office of Rural Health Policy
- Email: [mgreen@hrsa.gov](mailto:mgreen@hrsa.gov)
- Phone: 301-443-3261



**FY15 RURAL HEALTH CARE COORDINATION NETWORK  
PARTNERSHIP PROGRAM  
(CARE COORDINATION PROGRAM)  
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)  
HRSA-15-123**

**SARA AFAYEE, MSW**



# White House Rural Council

- On July 9, 2011, the President signed Executive Order 13575 creating the White House Rural Council, the first body of its kind to engage Cabinet-level agencies in addressing the challenges facing rural America.
- Under the auspices of the Council, in 2012, the FORHP partnered with Grantmakers in Health (GIH) and the National Rural Health Association (NRHA) to encourage new public-private partnership in rural health.
- See page 3 of the FOA to learn more about the collaboration.
- <http://www.hrsa.gov/ruralhealth/philanthropy/index.html>

# Summary of FY15 FOA Funding

- ❑ Estimated number of awards: up to 8 grants
- ❑ Estimated award amount: up to \$200,000/year
- ❑ Project period: September 1, 2015 – August 31, 2018 (3 years)
- ❑ Deadline to apply: April 6, 2015 at 11:59pm ET

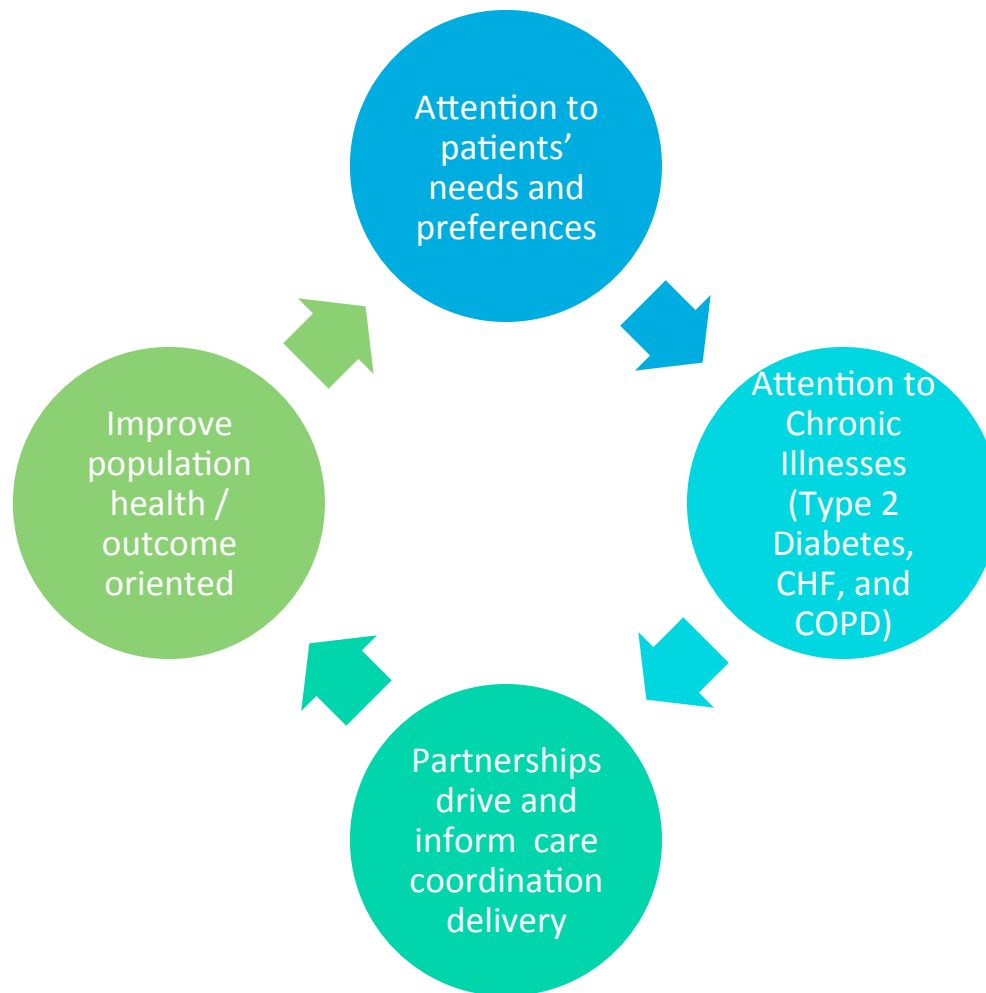
# Purpose and Goals

❑ **Purpose:** Support the development of formal, mature rural health networks that focus on care coordination activities

❑ **Goals:**

1. Promote the delivery of coordinated care in the primary care setting
2. Reducing the impact of chronic diseases prevalent in rural communities (Type 2 Diabetes; Congestive heart failure (CHF); and/or Chronic obstructive pulmonary disease (COPD))
3. Building upon and adapting evidence-based, evidence-informed, promising practice model(s) in the delivery of coordinated health care services
4. Improve population health, demonstrate health outcomes and sustainability

# What makes the Care Coordination program unique?



# What is Care Coordination?

- See Page 32 for the definition of Care Coordination
- Care coordination involves **deliberately** organizing patient care activities and **sharing** information among all of the participants concerned with a patient's care to achieve **safer** and more **effective** care.
- The main goal of care coordination is to meet patients' needs and preferences in the delivery of high-quality, high-value health care.

# Care Coordination Core Measures

## Care Coordination



1. CMS 4: Chronic Care ACSC Composite



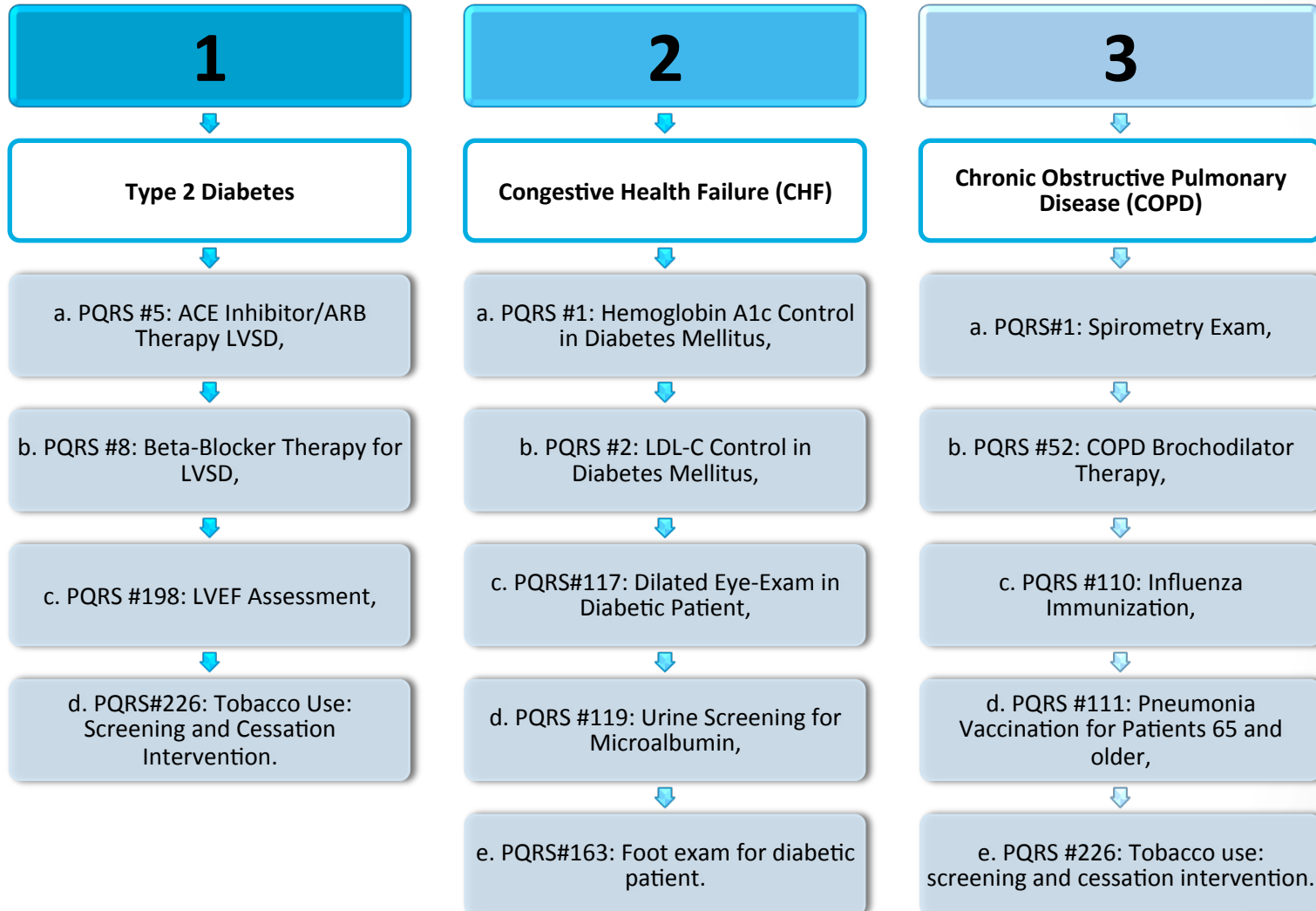
2. NQF 0646: Reconciled Medication list Received by Discharged, and



3. NQF 0326: Advance Care Plan.

# Care Coordination FOA: Addressing Chronic Illness

*See pages 13 and 14 of the FOA*



# Care Coordination Core Measures

## Care Coordination



1. CMS 4: Chronic Care ACSC Composite



2. NQF 0646: Reconciled Medication list Received by Discharged, and



3. NQF 0326: Advance Care Plan.



# Eligibility – Lead Applicant Must Be:

- ☐ Rural **and**,
  - ☐ This can be verified at  
<http://datawarehouse.hrsa.gov/RuralAdvisor/RuralHealthAdvisor.aspx>
- ☐ Non-profit or public entity (must provide documentation),  
**and**
- ☐ Represent a mature network of 3 or more separate, existing health care providers
- ☐ Definition of health care provider is found at bottom of page 33 of HRSA-15-123 FOA
- ☐ The lead applicant (if awarded, will be the grantee of record)
  - ☐ Must have financial and management systems in place

# FAQ #1 - Eligibility

**Q: My organization is located in a metropolitan area but we serve rural communities. Are we eligible to apply as the lead?**

**A: No.** As stated on page 4 of HRSA-15-123, “An application that proposes a network serving rural communities where the applicant organization is not in a designated rural area will not be considered for funding under this announcement.”

*Silver lining:* Consider working with a community organization that meets the eligibility criteria and be part of the network involved in the project

# Network Requirements

- ☐ *Network requirements are found on page 5 of HRSA-15-123*
- ☐ The network is composed of at least three health care providers that are separate, existing organizations which require them to have their **own EIN number**.
- ☐ The network organizational relationship is formal.
- ☐ Only one member will serve as the applicant of record (must meet the lead applicant eligibility requirements)
- ☐ The network has a governing body that includes representation from all network member organizations
- ☐ Other members can be non-profit/for profit, rural and/or urban
- ☐ The network has a permanent network director

# Am I still eligible to apply if I'm a current or former FORHP grantee?

- ☐ Yes, as long as:

- ☐ Proposed project is a new proposal or an expansion/enhancement of previous grant

- ☐ This is not an opportunity to maintain current operations of previous grant

# Notifying your State Office of Rural Health

- ☐ Applicants must notify their State Office of Rural Health of their intent to apply (do this early!)
- ☐ See page 7 of HRSA-15-123 for more information

# Application Requirements

Application Section	Refer to page .... for more information/details*
1. Project Abstract	Page 8 in FOA
2. Project Narrative	Pages 8-10 in FOA
3. Methodology	Pages 10 – 11 in FOA
4. Work plan	Pages 11 – 12 in FOA
5. Resolution of challenges	Page 12 in FOA
6. Evaluation and technical support	Pages 12 – 14 in FOA
7. Organizational information	Pages 14 – 16 in FOA
8. Budget	Page 16 in FOA
9. Budget narrative	Page 16 in FOA

*\* Remember to also refer to the HRSA-SF-424 Application Guide as referenced throughout the FOA*

# Understand the Application Review Process

HRSA Division of Independent Review will:

- Convene panel(s) of expert reviewers
- Ensure fair and ethical review is conducted on each application
- Provide a summary of strength and weakness comments from the panel(s) deliberations and scoring of the applications.

# HRSA-15-123 Review Criteria

Project Narrative	Review Criteria	Number of points
<ul style="list-style-type: none"><li>• Introduction</li><li>• Needs assessment</li></ul>	Criterion 1: Need <i>See pages 19-20 of FOA</i>	15
<ul style="list-style-type: none"><li>• Methodology</li><li>• Workplan</li><li>• Resolution of Challenges</li></ul>	Criterion 2: Response <i>See page 21 and 22 of FOA</i>	30
<ul style="list-style-type: none"><li>• Evaluation and technical support capacity</li></ul>	Criterion 3: Evaluative Measures <i>See page 23 of FOA</i>	10
<ul style="list-style-type: none"><li>• Methodology</li></ul>	Criterion 4: Impact <i>See page 23 and 24 of FOA</i>	10
<ul style="list-style-type: none"><li>• Organizational information</li></ul>	Criterion 5: Resources/capabilities <i>See page 24 of FOA</i>	25
<ul style="list-style-type: none"><li>• Budget</li><li>• Budget justification</li></ul>	Criterion 6: Support requested <i>See page 31 of FOA</i>	10



# Contacts for Care Coordination Program(HRSA-15-123)

- Business, administrative or fiscal
  - Ann Maples
  - HRSA Division of Grants Management Operations
  - Email: [amaples@hrsa.gov](mailto:amaples@hrsa.gov)
  - Phone: 301-443-2963
- Program
  - Sara Afayee
  - HRSA Federal Office of Rural Health Policy
  - Email: [safayee@hrsa.gov](mailto:safayee@hrsa.gov)
  - Phone: 301-945-4169
- Grant submissions in grants.gov
  - Email: [support@grants.gov](mailto:support@grants.gov)
  - Phone: 1-800-518-4726

# HOW TO APPLY FOR THE FUNDING OPPORTUNITY ANNOUNCEMENTS

# How to apply for a HRSA grant

1<sup>st</sup> step

- Register in 3 different systems

2<sup>nd</sup> step

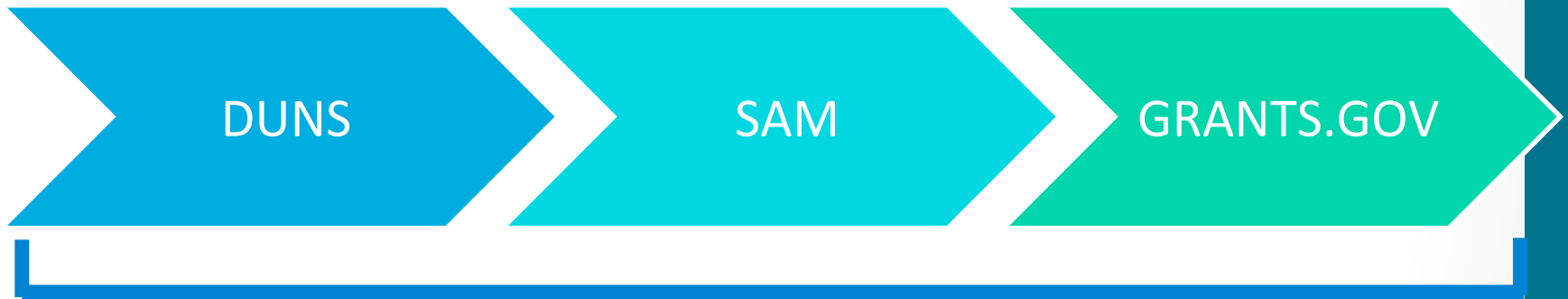
- Look for open funding opportunities on [www.grants.gov](http://www.grants.gov)

# 1st step: Register in 3 different systems

System	Why is it important	Website
Data Universal Number System (DUNS)	DUNS numbers are required to identify organizations and it tracks how federal grant money is allocated.	<a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a>
System for Award Management (SAM)	Designating an E-Business Point of Contact. Registering with SAM is required for organizations to use Grants.gov.	<a href="http://www.sam.gov/">http://www.sam.gov/</a>
Grants.gov	Submit grant applications	<a href="http://www.grants.gov/web/grants/register.html">http://www.grants.gov/web/grants/register.html</a>

*Refer to pages 18-21 in HRSA-SF-424 Application Guide for more info*

# How long will the registration process take?



**Up to 4 weeks**

# 2nd step: Look for funding opportunities

Tools Help

**GRANTS.GOV**  
FIND. APPLY. SUCCEED.™

CONTACT US | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

HOME | ABOUT ▾ | SEARCH GRANTS | APPLICANTS ▾ | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | OUTREACH ▾ | SUPPORT ▾

### About Grants.gov

Grants.gov is your place to FIND and APPLY for federal grants. The United States Department of Health and Human Services is proud to be the managing partner for Grants.gov - an initiative that is having an unparalleled impact on the grant community.

[Learn more about Grants.gov »](#)



## Find Open Grant Opportunities

NEWEST OPPORTUNITIES | **BROWSE CATEGORIES** | BROWSE AGENCIES | BROWSE ELIGIBILITIES

[View More »](#)

Funding Opportunity Number	Opportunity Title	Agency
<a href="#">R14AS00069</a>	Curation of Museum Property Under Reclamation Jurisdiction and Archeological Fieldwork for Unanticipated Discoveries	Bureau of Reclamation
<a href="#">NPS-14-NERO-0146</a>	Notice of Intent to Award: Effects of a storm-induced barrier breach on community assemblages and ecosystem structure within a temperate lagoonal estuary (post-Hurricane Sandy study)	National Park Service
<a href="#">PA-FPH-15-024</a>	FY15 Announcement of Anticipated Availability of Funds for Family Planning Services Grants Region 7 Nebraska (entire state)	Office of the Assistant Secretary for Health
<a href="#">HRSA-15-122</a>	Service Area Competition ∫ Additional Area (SAC-AA) ∫ Brooklyn, NY	Health Resources & Services Administration
<a href="#">PAR-14-339</a>	NLM Grants for Scholarly Works in Biomedicine and Health (G13)	National Institutes of Health
<a href="#">HRSA-15-120</a>	Service Area Competition ∫ Additional Area (SAC-AA) ∫ Hollis, OK and Oakland, CA	Health Resources & Services Administration
<a href="#">HRSA-15-027</a>	HIV Early Intervention Services Program Existing Geographic Service Areas (EISEGA)	Health Resources & Services Administration
<a href="#">MAP-2015</a>	Maintenance Assistance Program Funding 2015	Department of the Interior
<a href="#">TAP-2015</a>	Technical Assistance Program Fiscal Year 2015	Department of the Interior
<a href="#">NPS-NOR14AC04703</a>	National Park Service Chase Landscape Conference	National Park Service

### Grants.gov Updates:

 **Grants.gov Scheduled Maintenance Outage:**  
October 11-14, 2014.

For more information on scheduled maintenance outages and status updates, please visit the following:  
[Grants.gov Calendar »](#)  
[Grants.gov Blog »](#)

### Did You Know?

 Did you know new features were recently added? For a full description of the new enhancements covered in the Applicant Release Notes, [click here »](#)

 Did you know that Grants.gov must receive verification of registration from SAM electronically before AORs can submit applications on Grants.gov? Please allow 24-48 hours from the date of the SAM email notification to complete the electronic process. To quickly and easily verify Grants.gov AOR status, [click here »](#)

### Financial Assistance

 Grants.gov does not provide personal financial assistance. To learn where you may find personal financial assistance, please visit [USA.gov »](#)

### Suspect Fraudulent Activity?

 The United States Government does not require payment, of any kind, to receive federal grants. To report suspected fraudulent activity, [click here »](#)

# Apply for funding opportunities

**GRANTS.GOV**  
FIND. APPLY. SUCCEED.™

CONTACT US | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

SEARCH: Grant Opportunities Enter Keyword... GO

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > View Opportunity

## VIEW GRANT OPPORTUNITY

HRSA-15-039  
Rural Health Care Services Outreach Program  
Department of Health and Human Services  
Health Resources & Services Administration

« Back | Link

SYNOPSIS DETAILS VERSION HISTORY FULL ANNOUNCEMENT **APPLICATION PACKAGE**

Print Package List

### Selected Grant Applications for Download

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

**READ BELOW BEFORE YOU APPLY FOR THIS GRANT!**  
Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. [Click to download the required Adobe Reader if you do not have it installed already.](#)

Please click the support tab for additional resources.

Below is a list of the application(s) currently available for the Funding Opportunity.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
93.912	HRSA-15-039	HRSA-15-039	Rural Health Care Services Outreach Program	Health Resources & Services Administration	<a href="#">Download</a>

CONNECT: Twitter RSS XML Extract Blogger Get Adobe Reader

HEALTH & HUMAN SERVICES: HHS.gov FOIA No Fear Act Accessibility Privacy Site Map

COMMUNITY: USA.gov Whitehouse.gov USASpending.gov SBA.gov FSRs.gov SAM.gov DUNS Request

GRANTS.GOV  
1-800-518-4726  
support@grants.gov

# Download Application Package

GRANTS.GOV<sup>SM</sup>  
FIND. APPLY. SUCCEED.™

CONTACT US | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

HOME | ABOUT ▾ | SEARCH GRANTS | **APPLICANTS ▾** | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | OUTREACH ▾ | SUPPORT ▾

GRANTS.GOV > Applicants > Download Application Package

## DOWNLOAD APPLICATION PACKAGE

« Back

Download Opportunity Instructions and Application. You have chosen to download the application for the following opportunity:

**CFDA Number:** 93.912: Rural Health Care Services Outreach, Rural Health Network Development and Small Health Care Provider Quality Improvement

**Opportunity Number:** HRSA-15-039: Rural Health Care Services Outreach Program

**Competition ID:** HRSA-15-039

**Competition Title:** Rural Health Care Services Outreach Program

**Agency:** Health Resources & Services Administration

**Opening Date:**

**Closing Date:** 11/14/2014

Since you did not subscribe, you will not be notified of any future changes to this opportunity. If you would like to receive notifications please [click here](#).

Download the instructions and the application by selecting the appropriate link below. Instructions will open directly in your browser and can be saved to your computer. Packages must be saved directly to your computer. You will need internet access to download the instructions or the application once you save them to your computer.

1. [Download Application Instruction](#)
2. [Download Application Package](#)

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HEALTH & HUMAN SERVICES: [HHS.gov](#) | [FOIA](#) | [No Fear Act](#) | [Accessibility](#) | [Privacy](#) | [Site Map](#)

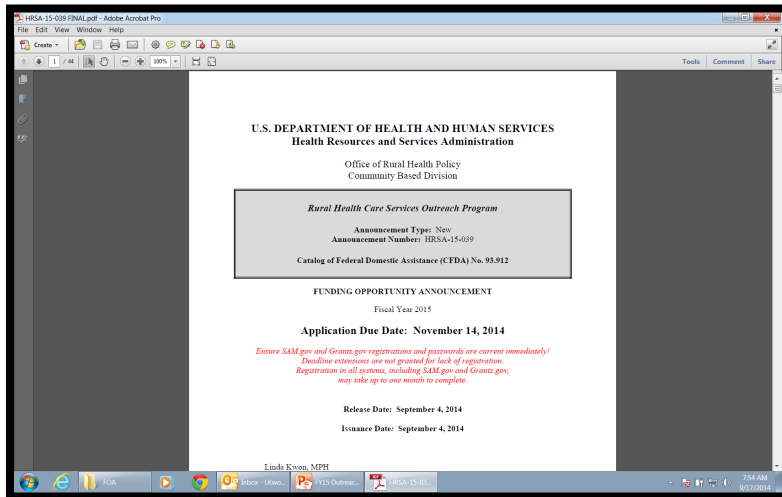
COMMUNITY: [USA.gov](#) | [Whitehouse.gov](#) | [USASpending.gov](#) | [SBA.gov](#) | [FSRS.gov](#) | [SAM.gov](#) | [DUNS Request](#)

GRANTS.GOV  
1-800-518-4726  
[support@grants.gov](mailto:support@grants.gov)



# Screenshots of what you should download...

## Application Instructions



## Application Package

A screenshot of the Grants.GOV Grant Application Package form. The form is titled "Grant Application Package" and includes a "Print" button and a "Cancel" button. The form fields are as follows:

Opportunity Title:	Rural Health Care Services Outreach Program
Offering Agency:	Health Resources & Services Administration
CFDA Number:	93.912
CFDA Description:	Rural Health Care Services Outreach, Rural Health Netwo
Opportunity Number:	HRSA-15-039
Competition ID:	HRSA-15-039
Opportunity Open Date:	
Opportunity Close Date:	11/14/2014
Agency Contact:	Contact Linda Ewon at ((301) -594- Ext. 4205 or email lkwon@hrsa.gov

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

Select Forms to Complete

Mandatory	<input type="button" value="Save"/>	<input type="button" value="Save &amp; Submit"/>	<input type="button" value="Check Package for Errors"/>
<a href="#">Application for Federal Assistance (SF-424)</a>			
<a href="#">Attachments</a>			
<a href="#">Project/Performance Site Location(s)</a>			
<a href="#">Project Narrative Attachment Form</a>			

# Remember to download the HRSA-SF-424 Application Guide

## 1) FOA Instructions (35 pages)

Provides programmatic requirements

## 2) HRSA SF-424 R&R Application Guide (56 pages)

Companion guide to the FOA

Link is found throughout the FOA

### U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration

Office of Rural Health Policy  
Community Based Division

#### *Rural Health Care Services Outreach Program*

Announcement Type: New  
Announcement Number: HRSA-15-039

Catalog of Federal Domestic Assistance (CFDA) No. 93.912

#### FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2015

**Application Due Date: November 14, 2014**

*Ensure SAM.gov and Grants.gov registrations and passwords are current immediately!  
Deadline extensions are not granted for lack of registration.  
Registration in all systems, including SAM.gov and Grants.gov,  
may take up to one month to complete.*

Release Date: September 4, 2014

Issuance Date: September 4, 2014



## SF-424 Application Guide

A guide developed and maintained by HRSA for preparing and submitting applications through Grants.gov to HRSA using the SF-424 Non-Construction Application Kit

*To be used with HRSA funding opportunity announcements (FOAs) specifying the use of the SF-424 Non-Construction Application Kit*

# Submit application in grants.gov

- ☐ Make sure your application is complete
- ☐ Watch your email
  - ☐ An applicant must receive at least two emails by the application deadline:
    - ☐ Confirm
    - ☐ Validate
- ☐ Track the status of your application (see page 24 in SF-424 Application Guide for more information)

# TIPS FOR WRITING A GRANT

# Application planning

- ☐ Have I read the entire funding opportunity announcement **and** HRSA SF-424 application guide?
  - ☐ Details
- ☐ Is my organization eligible to apply?
- ☐ Does my organization have the technical expertise, the personnel, and the financial capacity?
- ☐ Are all stakeholders in my organization supportive?
- ☐ Is my organization prepared to do what it takes?

# Paint the right picture

**Remember your audience:** The panel of reviewers

- ❑ Reviewers typically do not know anything about your situation, your community, or even your state
- ❑ Explain basic facts:
  - ❑ rural and frontier as a concept (distance, weather, roads); culture; and your unique circumstances
- ❑ Central goal = convince reviewer of the legitimacy of your problem, your solution, your ability
- ❑ Think about how your project will support all goals of this FOA

GRANTEE PRESENTATION WITH  
DONNA NEWCHURCH (LOUISIANA)  
CEO LOUISIANA RURAL AMBULANCE  
ALLIANCE (LRAA)



**GRANT SEEKING**

**LESSONS LEARNED & SUCCESSES**

**Presented in one-liners, cartoons, and mottos**



# Applying for HRSA Grants

## It's a Marathon, Not a Sprint

- Conduct an annual organizational inventory during your strategic planning retreat:
  - inventory your organizational products
  - inventory your organizational partners
  - inventory the skills of your organizational staff
- Create a shopping list from this inventory exercise
- **GO SHOPPING** every chance you get!

**“The odds of going to the store for a loaf of bread and coming out with only a loaf of bread are three billion to one.”** *Erma Bombeck*

And . . . WE ARE SHOPPING

- Always have your shopping list with you.
  - Board Meetings
  - Membership meetings
  - Community Forums
  - Press Conferences and Presentations
- Know what things on your shopping list cost (or be very prepared to figure it out quickly!).
- Be Prepared to add to your shopping list.
- GO SHOPPING every chance you get!

# SUBSCRIBE TO THE TRIED AND TRUE BOY SCOUT MOTTO

## “BE PREPARED!”

- There is a five-step registration process which must be completed by every organization wishing to apply for a HRSA grant opportunity.
- The process will take anywhere from **five** business days to one **month**.
- First-time applicants or those considering applying in the future should register immediately.

# THE 5 STEPS

## LET'S “BREAK IT DOWN” *MC HAMMER*

- Step 1: Obtain a Data Universal Numbering System (DUNS) Number
- Step 2: Register with the System for Award Management (SAM)
- Step 3: Creating a Username & Password • After the SAM registration is complete, return to Grants.gov to establish an Authorized Organization Representative (AOR)
- Step 4: AOR Authorization • The E-Biz POC uses the DUNS number and MPIN to authorize your AOR status.
- Step 5: Track AOR Status • Using your username and password from Step 3, go to Grants.gov under Applicant Login to check your AOR status

So . . .

**START EVERY DAY OFF WITH A SMILE  
AND GET IT OVER WITH.** *W.C FIELDS*

- Again, [Grants.gov](http://Grants.gov) requires registration by the applicant organization and an annual update to the registration information.
- **If you do not complete the registration and update it annually, you will not be able to submit an application.**
- All of the information above (and more!) can be found in the SF424 Guide at <http://www.hrsa.gov/grants/apply/applicationguide/sf424guide.pdf>

"I SAW THAT SHOW, 50  
THINGS TO DO BEFORE YOU DIE. I  
WOULD HAVE THOUGHT THE  
OBVIOUS ONE WAS \*SHOUT FOR  
HELP\*." *JIMMY CARR*

Maybe it's not so obvious so I'll simply recommend:

- sign-up for grant alerts on [grants.gov](https://www.grants.gov)
- Set a monthly reminder on your outlook calendar to search [grants.gov](https://www.grants.gov), RAC online, USDA Rural Development, your state office of rural health, and NRHA for grant announcements and opportunities

# KNOWLEDGE IS KNOWING A TOMATO IS A FRUIT; WISDOM IS NOT PUTTING IT IN A FRUIT SALAD.

After identifying a grant that fits into your shopping list:

- read the overview of the program description;
- confirm that your organization meets the eligibility requirement;
- note the application deadline and subtract **THREE DAYS** (this is your **new deadline**);
- register to receive any program announcements or application changes via e-mail;
- start a new folder (desktop, onedrive, jump drive) and save everything related to the grant application on that folder;
- download the full program announcement;
  - save the announcement in the newly created folder;
  - print out the full program announcement.
- submit letter of intent (if required); and
- participate in grant specific conference calls.

# "OMG! MY SON FELL OUT OF A TREE IN THE BACKYARD! SHOULD I CALL 911 OR POST IT ON FACEBOOK FIRST?"

SOME EECARDS

Develop a timeline for completing the application.

- Using your application deadline (three days prior to the actual submission deadline), back into dates and identify a responsible person for each required section of the grant.
  - Budget to be complete by 2-28; Donna
  - Attachment III / Organizational Chart to be complete by 3-1; Becky
  - Attachment IV/ Key Staffing Positions and Job Descriptions to be complete by 3-1; Donna
- Write the dates and the responsible person in the margins of the program guidance that you printed out.



# "A COMPUTER ONCE BEAT ME AT CHESS, BUT IT WAS NO MATCH FOR ME AT KICK BOXING."

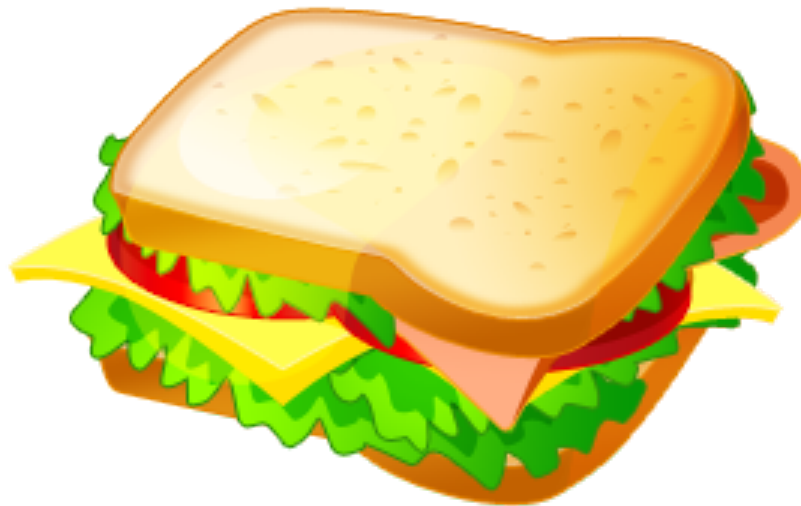
Develop a PAPER template for completing the application.

- Using your program guidance, develop a mock PAPER application;
  - Budget to be complete by 2-28; Donna
  - Attachment III / Organizational Chart to be complete by 3-1; Becky
  - Attachment IV/ Key Staffing Positions and Job Descriptions to be complete by 3-1; Donna
- Write the dates and the responsible person in large print / one page per section (narrative, budget, attachment III, etc) and put the pages in the order listed in the guidance
- As each section is complete, print the section and replace the “blank” page with the actual page that will be submitted with the grant.

# YOU NEVER TRULY UNDERSTAND SOMETHING UNLESS YOU CAN EXPLAIN IT TO YOUR GRANDMOTHER.

- Follow the guidance closely;
  - everything you need to submit a competitive application is in the Program Guidance;
  - Q and A
- Address all Review Criteria
- Request a Funding Preference if your organization qualifies.
- Have an “outsider” read the application (narrative, budget, attachments) with the guidance in hand.
- Submit!

**FINALLY, FOOD FOR THOUGHT.**





# Thank you!

Donna Newchurch

[donna@newchurassoc.com](mailto:donna@newchurassoc.com)



Thank you!